

Job Description

Job Title: Senior Project Manager

Date: November 2008

Division: NewMech

Reports to: President

Job Summary:

Lead company construction, engineering and/or performance contracting projects according to contract documents and corporate requirements. Responsible for project safety, quality, budget and schedule performance, including subcontractors and vendors and customer satisfaction. Coordinate appropriate information flow among key stakeholders to ensure smooth operation of project from start to finish.

Key Responsibilities:

1. Complete oversight for successful execution of assigned projects to meet corporate goals for safety, quality, budget, and schedule, in accordance with our Core Values.
2. Manage individual projects exceeding \$20 million (or multiple smaller projects) while leading team activities to ensure project progress.
3. Identify and secure necessary resources, support and information from corporate and outside sources. Manage and coordinate safety and quality effort for the project, utilizing safety and QC resources appropriately.
4. Develop and maintain client relationships with the goal of profitable repeat business.
5. Review project proposals or plans to determine time frame, financial objectives, and procedures for accomplishing work, staffing requirements, and allotment of available resources during various phases of the project.
6. Establish work plan, budget and staffing for each phase of project and arrange for recruitment and assignment of project personnel.
7. Coordinate project design development, obtaining governmental approvals and administering subcontracts and purchase orders.
8. Coordinate information and activities among estimating, financial and construction as well as subcontractors, vendors, governmental personnel and project superintendent, ensuring proper communication flow, utilizing project meetings, correspondence, and documentation as necessary.
9. Prepare project status reports, including updated cost projections and schedules for project review and input to marketing, estimating, sales, management and customer.
10. Identify changes in scope or differing conditions and secure appropriate change orders for project cost and time.

11. Implement company policies and procedures to identify and mitigate risk from Owner financial status, subcontractor and vendor performance (including subcontractor bonding and insurance requirements).
12. Represent the Core Values of CorVal Group to internal and external partners.
13. Should have experience estimating new projects and changing orders, along with proposing them and performing a post-bid interview if required.

Qualifications:

1. Five or more years of experience leading construction or mechanical engineering projects as a Project Manager.
2. Five or more years in construction, engineering, or performance contracting.
3. Ability to read engineering and architectural drawings and specifications in order to interpret a variety of instructions in legal, mathematical, or diagrammatic form.
4. Ability to perform financial and mathematical analysis.
5. Ability to read and understand contracts.
6. Ability to use and understand project management and scheduling software, including on-line tools.
7. Ability to manage a team, resolve disputes, and foresee potential cost or schedule issues.
8. Professional oral and written communication and interpersonal skills.
9. Proficient in Microsoft Excel, Word, and PowerPoint.

Working Conditions:

Ability to travel 10-25% of the time or keep in town with project if required. Exposed to high noise levels. Will work at construction site and in office.